

Virginia Department of Alcoholic Beverage Control

Retail Documents Checklist LLC, LLP, or LP

If you are applying as an LLC, LLP or LP, please collect and forward to ABC the items listed below along with Part I of the retail application package. If you have any questions, contact the local ABC regional office that covers the location of your establishment. If your special agent needs additional documents, he/she will advise you of those after your application has been reviewed.¹

- ☐ Part I of application package
- ☐ Application fee
- ☐ Criminal Background Check fee for the managing member, all directors, all officers, and all members regardless of ownership percentage²
- ☐ DMV record(s) on all persons indicated in the previous item
- ☐ Completed ABC License Application Addendum
- ☐ Deed of Trust or Copy of Lease in the name of the entity
- ☐ Copy of Management Agreement, if applicable
- ☐ Copy of Operating Agreement
- ☐ Copy of State Corporation Commission Charter
- ☐ Actual or Estimated³ Current Monthly Sales (not including sales tax.) See "Classification & Required Figures" Page.
- ☐ Actual or Estimated⁴ Current Inventory Figures (cost of inventory only.) See "Classification & Required Figures" Page.
- ☐ Copy of menu, if application includes wine on or mixed beverage privilege
- ☐ Completed Personal Data Sheets (included in Part I of the application package) on all managing members, all directors, all officers, and all members regardless of ownership percentage. If a member of the LLC, LLP, or LP is a business entity such as another LLC, corporation, etc., please refer to the appropriate checklist for that business type and provide the information required for that entity as well.
- ☐ For all persons indicated in the preceding item, see "Acceptable Identification Documents" Page. Provide a copy of one item from List A or one item from List B and one item from List C.

¹ During the application investigation, additional documents such as (but not limited to) health or occupancy permits may be required.

² If you have had a DMV or criminal background check (CBC) run for ABC purposes within the last two years, a new check may not be necessary. No CBC or DMV is required for those applying as a museum, shipper, or for an out-of-bond permit. Consult your ABC Agent for guidance.

³ Estimated sales figures accepted from new businesses only; otherwise, actual sales figures are required.

⁴ Estimated inventory figures accepted from new businesses only; otherwise, actual inventory figures are required.